

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING**  
**October 25, 2018**

**PRESENT:** Larry Epstein, Patricia Finder-Stone, Randy Johnson, Bev Bartlett, Linda Mamrosh, Mary Johnson, Mary Derginer, Debi Lundberg, Tom Smith, Arlie Duxtater

**EXCUSED:** Amy Payne, Sam Warpinski, Melanie Maczka

**ABSENT:** Megan Borchardt

**ALSO PRESENT:** Laurie Ropson, Debra Bowers, Devon Christianson, Kristin Willems, Jennifer Hallam-Nelson, Denise Misovec, Mary Schlautman, Donovan Miller

The meeting was called to order by Chairperson, Epstein at 8:31 a.m.

**PLEDGE OF ALLEGIANCE:**

**INTRODUCTIONS:**

**ADOPTIONS OF AGENDA:**

Ms. Finder-Stone/Ms. Lundberg moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF MINUTES OF REGULAR MEETING OF September 27, 2018:**

Ms. Bartlett/Ms. Lundberg moved to approve the minutes of September 27, 2018 **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:**

None

**FINANCE REPORT:**

**REVIEW AND APPROVAL OF FINANCE REPORT – September 2018:**

Ms. Bowers referred to the 2018 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of September.

Ms. Johnson/Ms. Lundberg moved to approve the Finance Report – September 2018. **MOTION CARRIED.**

**REVIEW OF RESTRICTED DONATIONS:**

There were 3 restricted donations in September, 2018 totaling \$1394.34

**REVIEW 2017 AUDIT:**

Ms. Bowers referred to the Aging & Disability Resource Center of Brown County, Inc. Management Communications December 31, 2017 handout and gave an overview of the 2017 financial audit. Ms. Bowers reported a good audit in that there were no significant difficulties during the audit process and ADRC accounting practices are considered as adequate and in compliance. Ms. Bowers explained that the auditors gave provided information and changes in coming years that she will be preparing for as well. Ms. Bowers also referred to the 990 Form. This form has been electronically shared with board members as required annually.

Ms. Christianson and the board thanked Ms. Bowers and Mr. Miller for their outstanding work.

Mr. Johnson/Mr. Smith moved to approve the final 2017 ADRC audit. **MOTION CARRIED.**

**NOMINATIONS AND HR COMMITTEE REPORT:**

#### **SLATE OF OFFICERS AND POTENTIAL NEW BOARD MEMBER:**

Mr. Epstein shared that the HR & Nominations Committee reviewed and approved the proposed 2019 Slate of Officers for the ADRC Board of Directors as follows:

- Pat Finder-Stone – Chairman of the Board to replace exiting Chair- Larry Epstein
- Randy Johnson-Vice Chairman
- Mary Derginer-Treasurer
- Bev Bartlett-Secretary

Mr. Epstein explained that Dennis Rader applied to sit on the ADRC Board of Directors. Mr. Rader is a retired attorney who specialized in labor law. Mr. Rader is on the board of directors at Casa Alba and is also a member of the BACC (Bay Area Community Council). Mr. Rader was approved to the ADRC Board of Directors by the HR & Nominations Committee meeting.

Ms. Christianson explained that she has 2 potential candidates to replace Melanie Maczka who will have completed both 3 year terms with the ADRC Board and will be exiting.

Ms. Lundberg/Ms. Derginer moved to approve Dennis Rader to ADRC Board of Directors and approve the 2019 ADRC Board Slate of Officers. **MOTION CARRIED.**

#### **DIRECTORS REPORT:**

##### **A. Final Draft of the 2019-2021 Aging Plan Approval. Final Document due November 2, 2018:**

Ms. Christianson requested approval of the final draft of the next 3 year aging plan, and then it will be submitted to GWAAR.

Ms. Derginer/Ms. Lundberg moved to approve the 2019-2021 Aging Plan. **MOTION CARRIED.**

##### **B. REPORT ON HUMAN SERVICE COMMITTEE PUBLIC HEARING:**

Ms. Christianson explained that the Human Service Committee Public Hearing went well. The ADRC has a good relationship with Brown County. She was able to clarify questions regarding the Dementia Care Specialist position and was asked to explain the technology budget wherein Ms. Christianson explained plans for ADRC Website development. Ms. Christianson also shared that the committee has a responsibility to check that administrative costs and direct services costs are in balance. Ms. Christianson explained that ADRC staff is the service that is provided to our customers. The ADRC staff provides resources/services to customers and does not generally give money or things to customers. Ms. Christianson shared that this is a clarification that she shares with the committee annually.

##### **C. OAA ALLOCATION UPDATE:**

Ms. Christianson explained that for the first time in many years, the ADRC received additional federal funding (Older Americans Act) dollars were received. Ms. Christianson explained that she has been working with the leadership team to discuss where monies will be most effectively spent for 2018 and then in coming years. Ms. Christianson shared that succession planning for the accounting team; volunteer support, caregiver support, prevention support and an additional elder benefit specialist are priorities that have been discussed. Ms. Christianson will present a formal recommendation to the HR & Nominations Committee for approval at the November 8th, 2018 meeting and then will be brought to the full board for approval in December 2018.

Ms. Christianson shared that a new Dining Site Attendant position was approved by the HR & Nominations Committee. She explained that in the past this position was covered through the Senior Service work program, but it has been increasingly difficult to have a consistent worker to oversee the daily congregate meals for ADRC customers. Therefore the maintenance assistant has needed to step in to assist on an almost daily basis to cover. Ms. Christianson would

recommends hiring a part-time attendant as the dining site has been busier and to alleviate work for the maintenance assistant.

Ms. Finder-Stone/Ms. Lundberg made a motion to approve the new Dining Site Attendant position. **MOTION CARRIED.**

**LEGISLATIVE UPDATES:**

Early voting is available. Please vote.

**ANNOUNCEMENTS:**

Ms. Christianson thanked Ms. Bartlett for speaking at the Press-Conference at the ADRC on ageism, isolation and loneliness. Ms. Christianson shared that the ADRC Information & Assistance staff is now conducting assessments when meeting with customers to determine if loneliness and isolation is a problem and then will work to provide whatever resources are available and appropriate for each customer.

Ms. Christianson shared that the Village of Pulaski reached out to let the ADRC know that they are not sure that they have the support to add a 30 hour/week position at the senior center. The ADRC had agreed to cover the cost of 10 hours for that position to administer the Home-Bound Meal Program in Pulaski. Ms. Christianson assured Pulaski that the ADRC would continue to support home delivered meals until next steps are determined.

Ms. Christianson also heard that the Denmark Community may build a community center. The library would then move from the school to the center. This would provide great opportunity for the ADRC to partner with Denmark for programming. The ADRC looks forward to supporting the Denmark community.

The Downtown Green Bay Café' Crawl was a big success and many customers came to the ADRC to partipate.

**NEXT MEETING** – December 13, 2018 is the next ADRC Board of Directors Meeting.

**ADJOURN:**

Mr. Smith/Ms. Lundberg moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:18 a.m.

Respectfully Submitted,  
Kristin Willems,  
Administrative Services Coordinator